

TITLE: Aftercare Director

PURPOSE: The Aftercare Director is responsible for developing and implementing the Afterschool program for an assigned elementary school. Position is responsible for proper staffing, daily program management, and fiscal accounting of revenues received.

QUALIFICATIONS:

1. High school diploma or equivalent required. Degree preferred.
2. Three (3) years of documented experience working with children
3. Ability to establish and maintain effective working relationships with students, parents and school staff.
4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES

Essential Functions:

1. Develops and implements Afterschool program including flexible staff and program schedule.
2. Responsible for hiring, training, supervising, and evaluating temporary Afterschool personnel.
3. Responsible for financial management of Aftercare program, including collecting fees, receipt of funds, preparing financial documents, and monitoring the budget.
4. Oversees the application of Afterschool program discipline codes and maintains discipline policy pursuant to District guidelines.
5. Records behavioral difficulties and prepares incident and accident reports (and respective files) for principal's review.
6. Supervises the storage, disbursement and inventory of materials and supplies.
7. Supervises the maintenance of accurate attendance records.
8. The Aftercare director also serves as the main lunchroom supervisor and contact with our district lunch managers.
9. Support front desk reception throughout the day.
10. Organize and manage after school enrichment offerings and payments.
11. Serves as liaison between school administrators and aftercare staff, parents and students.
12. Maintains professionalism regarding school affairs.
13. Other duties as assigned by the Principal.

Performance Effectiveness Criteria:

In addition to the employee being responsible for each of the performance responsibilities listed herein, annual progress will be assessed with respect to support and achievement of the District Strategic Plan and associated applicable scorecards.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interests of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

*This is an afternoon position and typical hours are 10am-6pm.

CLEARINGHOUSE EDUCATION & AWARENESS

In accordance with House Bill 521, the Agency for Health Care Administration created a public webpage to provide education and awareness of care provider background screening.

Click the following link for webpage: <https://info.flclearinghouse.com>